



# Plattsburgh, New York

Desmond J. Racicot  
Police Chief  
Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-561-5965  
Fax: 518-561-8236  
citychief@cityofplattsburgh-ny.gov

## MEMO

**TO:** Mayor Donald Kasprzak  
Members of the Common Council

**FROM:** Chief Desmond J. Racicot

**DATE:** May 3, 2012

**RE:** Fire and Ambulance Responses

For this week's period: Thursday, April 26, 2012 to Wednesday, May 2, 2012  
our Department has responded to the following:

<b>Fire Calls</b>	19
	1 dumpster fire
	2 system activations
	8 EMS assist
	2 MVA
	3 Rescues
	1 smoke/odor removal
	1 heat from short circuit
	1 gas leak

<b>Ambulance Calls</b>	59
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<b>Mutual Aid by CVPH</b>	10
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# BUILDING INSPECTOR'S COMPLAINT REPORT: 5/1/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTION	DATE OF CORRECTION
4/24/2012	103	CHAMPLAIN ST	GARBAGE ON PORCHES, RODENTS SEEN ON PROPERTY, BROKEN GLASS, SOME WINDOWS BOARDED UP	KB		CORRECTIVE ACTION IN PROCESS	
4/24/2012	14	ST. CHARLES PL	ROOF LEAK	CB/JM		CORRECTIVE ACTION IN PROCESS	
4/24/2012	5007	SOUTH CATHERINE ST	ANIMALS LEFT BEHIND, OWNER NOT COMING BACK	KB		CORRECTIVE ACTION IN PROCESS	
4/25/2012	8	CUSPRINI WAY	LARGE NUMBER OF CATS	KB		CORRECTIVE ACTION IN PROCESS	
4/27/2012	21	PALMER ST	GARBAGE	JM	VIOLATION NOTICE ISSUED	CORRECTED	4/30/12
4/27/2012	21	PALMER ST	GARBAGE	JM	VIOLATION NOTICE ISSUED	CORRECTED	4/30/12 ,
4/27/2012	59	BAILEY AVE	MATTRESS	JM	COULD NOT REACH TENANT/OWNER, PUBLIC WORKS TO PICK UP	CORRECTED	4/30/12
4/30/2012	36	COUCH ST	GARBAGE IN REAR	CB		CORRECTIVE ACTION IN PROCESS	
4/30/2012	46	COUCH ST	GARBAGE IN REAR	CB		CORRECTIVE ACTION IN PROCESS	

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

### Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning April 12, 2012 and ending on April 18, 2012 inclusive.

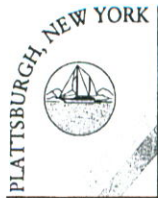
Purpose for which Received		Amount
6124-2450	Commissions	-
6126-2613	Overdue Charges	202.57
6126-2650	Sale of Scrap - Library Auction	-
6126-2655	Minor Sales	79.89
6127-2690	Lost/Damaged Property	8.00
6127-2705	Gifts and Donations (Wal-Mart Foundation)	500.00
6127-2755	Trust Fund Income	-
6227-2760	CEF Library System	-
6227-2770	Local Grants	-
6330-3840	State Library Aid	-
6330-3842	State Aid	-
	General	790.46
	Sales Tax @ 8.0% (Minor Sales - Supplies Only) T&A	6.95
	<b>TOTAL</b>	<b>797.41</b>

Dated, Plattsburgh, NY: April 19, 2012

Signed by Jamie A. Parrotte, Administrative Assistant

Received of Jamie A. Parrotte the aforesaid amount of:  
Seven hundred ninety-seven and 41/100 dollars this 19th day of April 2012.

R. Marks  
Richard A. Marks, City Chamberlain



MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)  
**Plattsburgh, New York**

6 Miller Street  
Plattsburgh, New York 12901  
Ph # 518-563-2200  
Fax: 518-563-6690

TO: Mayor Donald M. Kasprzak

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: April 23, 2012

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from **March 1, 2011 to March 31, 2011**. The approximate amount of the write-off will be \$5,395.57. The percentage of write-offs for this period is .24%.

Sales for this time period were **\$2,218,790.83**.

Payments on final accounts for this time period were \$2,620.09.

This write-off of unpaid bills represents 27 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

- 0 to \$50.00 – 3 customers
- \$50.01 to \$100.00 – 5 customers
- \$100.01 to \$150.00 - 2 customers
- \$150.01 to \$200.00 - 6 customers
- \$200.01 to \$250.00 - 2 customers
- \$251.00 to \$300.00 – 2 customers
- \$300.00 to \$350.00 – 3 customers
- \$350.00 to \$400.00 – 2 customers
- \$466.01 – 1 customer – (no forwarding address or telephone number)
- \$504.12– 1 customer (no forwarding address or telephone number)

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain  
Eileen Sickles, Account Systems Supervisor  
Final Bill Account Write-off



To the Mayor and City Council Members:

I am writing to you because we would like to use the gazebo located at the oval on the base for a karaoke birthday party on August 18 from 11:30 AM until 4:30 PM. I am not sure how many people would be attending, but including the DJ, we plan to invite about 20 people. Please contact me at (518) 335-0914 or 118 Brinkerhoff Street Plattsburgh, NY 12901 to let me know if we will be able to have the party and also what we will need to do for it.

Thank you for your time

Sincerely:

Tina Cook

Please feel free to contact me if any more information is needed.

Discussed Noise Ordinance with her.

Police notified and have no issues as long as we advised her of noise ordinance.



# Plattsburgh, New York

David M. Powell  
Chief Plant Operator

Water Pollution Control Plant  
53 Green Street  
Plattsburgh, New York 12901  
518-563-7172  
Fax: 518-566-8540

April 27 , 2012

Honorable Mayor Donald Kasprzak  
and Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

**RE: BID AWARD RECOMMENDATION  
SLUDGE HAULING FOR WPCP  
CONTRACT #2012-07**

Dear Mayor Kasprzak and Councilors:

A bid was received and opened on April 26, 2012 for the Hauling of Sludge for the Water Pollution Control Plant, Contract #2012-07. We have reviewed the bid received for the supply of labor and equipment to provide sludge hauling services for the Water Pollution Control Plant. The length of the contract is for a one-year term with 4 option one-year extensions beginning on an executed Service Agreement with a start date of May 18, 2012. A summary of the bid received is attached for your information. In the 2012 budget, \$154,850 was budgeted for this service for an estimated quantity of 7,000 wet tons of sludge to be hauled. A total of 10 bids were sent out on April 5, 2012, with only one bidder responding.

We respectfully recommend that the contract be awarded to Rodem, Inc., Drummac Septic Service, P.O. Box 314, Highgate Center, VT 05459, for the total lump sum price of \$141,832.80, and that the Mayor be authorized to sign the Service Agreement for this work.

Very truly yours,

David M. Powell  
Chief Plant Operator

DMP:bl

cc: Jon Ruff  
Files (2)

## CITY OF PLATTSBURGH

BID TITLE: Boarding Study for WPCo Contract # 2012-7 BID OPENING DATE: April 26, 2012 11:00a

[illegible]

**Keith Herkalo**

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**From:** "Jim Horton" <jrhortonjr@msn.com>  
**To:** "Keith Herkalo" <herkalok@cityofplattsburgh-ny.gov>  
**Sent:** Tuesday, April 24, 2012 2:38 PM  
**Subject:** Use of Trinity Park Saturday August 4 2012

Hi Keith,

Good talking with you a few minutes ago. Thanks for informing me of the processes to use city parks. First Baptist Church, of which I'm the interim pastor, is planning to hold a 1-day Vacation Bible School on Saturday August 4. The program is on the environment and God's creation. We'd like to have access to the park between 10 a.m. and 1 p.m. on that Saturday. We expect that we'll be having games and various other activities during that time for elementary school children. At this time we don't know how many will be participating. We have no plans to pitch tents or other similar things. The church already carries insurance for church activities that are off the property of the church.

Should there be any conflict with another group, please let me know ASAP, please! And if you need more information, feel free to ask!

Jim Horton

*Council  
Agenda  
5/3/12*





# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

May 2, 2012

Mayor Donald Kasprzak  
and  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, N.Y. 12901

**REF: Recommendation of Award for  
"One 2013 Single Axle Truck with  
Recycle Body,"  
Contract #2012-05**

Dear Mayor Kasprzak & Councilors:

We received and opened bids on Tuesday, May 1, 2012, for Contract# 2012-05, "One 2013 Single Axle Truck with Recycle Body." A bid tabulation is attached for reference.

I have reviewed the bid and find it conforms to the specified requirements. Therefore, I recommend that a contract be awarded to, **"M.A. Jerry & Co. Inc., 4365 Route 22, Plattsburgh, NY 12901,** for the Base Bid price of \$141,975.00, Add Alternate No. 1 for \$7,405.00, for a total cost of **\$149,380.00.**

Sufficient funding is available in Capital Project **H5110.37 "2012 Equipment Replacement"** Capital Project.

Very truly yours,

Kevin R. Farrington, P.E.  
City Engineer

/dn

Attach.(1)  
CC: City Clerk  
City Chamberlain  
Mike Brodi, Supt. Public Works





# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

May 1, 2012

Mayor Donald Kasprzak  
And  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

**REF: Request for Permission to Advertise for bids for  
"Beach Amenities;"  
Contract #2012-10**

Dear Mayor Kasprzak & Councilors:

It is requested that permission be granted to advertise for bids for Contract #2012-10, "Beach Amenities (entrance, sign, gate and hardscape)."

Very truly yours,

Kevin R. Farrington, P. E.  
City Engineer

/dn

CC: City Clerk  
City Chamberlain  
Recreation Department



**Plattsburgh Police Department**  
45 Pine Street

**Plattsburgh, New York**

518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

April 26, 2012

Mayor Donald M. Kasprzak  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval for two police officers to travel to Oriskany, NY for "New York State Division of Homeland Security and Emergency Services Law Enforcement Active Shooter Emergency Response Training" from May 29, 2012 to May 31, 2012. The cost of the travel will not exceed \$336.00 as lodging is included and will be paid out of asset forfeiture (TREASURY) funds.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls





## TRAVEL REQUEST AUTHORIZATION

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for:

Employee Name(s) \_\_\_\_\_

Of Police Department to travel to State Preparedness Center  
Department Location Oriskany, NY 13424

For Law Enforcement Active Shooter Emergency Response

Conference/Seminar Name \_\_\_\_\_

On May 29, 30, 31  
(3 days) Date (include travel days)

24  
Hours (include travel days)

PLEASE ATTACH PROGRAM AND OTHER LITERATURE, AND BACK UP FOR COSTS.

### ESTIMATED COSTS:

Mileage/gas 60.00

Hotel —

Meals 138. x 2 pp

Registration —

Other \_\_\_\_\_

PERSONNEL COST (REPLACEMENT, OVERTIME) \_\_\_\_\_

TOTAL \$336.00

Department budget code to be expended \_\_\_\_\_

Date 4/30/2012

Department Head \_\_\_\_\_

### AUTHORIZATION:

Pursuant to the authority granted me under The City of Plattsburgh Common Council Resolution dated \_\_\_\_\_, I do hereby authorize the above travel as requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
Councilor/Dept liaison

\_\_\_\_\_  
Mayor

\*Note: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for expenses per CC resolution dated February 1989.

NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

**TRAINING ANNOUNCEMENT**

**Law Enforcement Active Shooter Emergency Response**

Course: **PER-275**

**May 30 - 31, 2012**

**8:00 am – 5:00 pm**

**Location**

State Preparedness Training Center  
5900 Airport Road  
Oriskany, New York 13424

**Cost:**

- There is **NO FEE** for this course.
- Travel and meals are the responsibility of the course participant
- **\*\*\*Lodging will be provided on the nights of May 29, 30 & 31, 2012. You are only eligible for lodging if your residence and official work station are more than 50 miles from the training center and you are a State or Local Agency First Responder from New York. (See registration form).**
  - Lodging is NOT available for Federal Employees or Private Industry participants.

**Participant Equipment Requirements**

All participants are required to wear the agency issued and/or approved uniform to class each session. Officer-issued weapons, both primary and secondary, are not required for this course. Each officer is responsible for properly securing his or her weapon(s) during the training course. No personal or agency weapon (including impact and less-than-lethal weapons), live ammunition, weapon magazines, or flash bangs are to be on the officer or in the training area (including classroom) at any time during this course.

**\*\*\*\*The Training Center has gun lockers for the storage of weapons during class.\*\*\*\***

**Prerequisites:**

- Certified Police/Peace Officer who is authorized to carry a firearm in the course of his/her duties
- You must be a US citizen or have prior approval to take this course.
- The New York State Division of Homeland Security and Emergency Services (DHSES), Office of Emergency Management (OEM) reserves the right to determine eligibility for this course.

**REGISTRATION & CONTACT INFORMATION**

For more information contact: **Robert Stallman** at 518-292-1154 or by email at [rstallman@dhsec.ny.gov](mailto:rstallman@dhsec.ny.gov)

This class has a capacity of 30 people.

Register online <http://www.dhsec.ny.gov/oem/training/> or

Fax completed application to: 1-518-485-8469

**No Show Policy:** Failure to attend a class you have registered for can result in restriction on future course attendance and agency notification. If you have not received a confirmation or denial two weeks prior to the course date, please contact DHSES, OEM, Training Section.

To **REGISTER online**, go to <http://www.dhsec.ny.gov/oem/training/>

For more information, contact the DHSES, OEM, Training Section

Phone: (518) 242-5003 ■ Email: [training@dhsec.ny.gov](mailto:training@dhsec.ny.gov)





## NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

THE STATE PREPAREDNESS TRAINING CENTER PRESENTS:

### Law Enforcement Active Shooter Emergency Response

Course: **PER-275**

**May 30 - 31, 2012**

**8:00 am – 5:00 pm**

#### Location

State Preparedness Training Center  
5900 Airport Road  
Oriskany, New York 13424

**This course is available for armed, sworn Law Enforcement Officers only.**

This course addresses technical aspects of planning and implementing a rapid law enforcement deployment to an active shooter incident at an educational institution. As such, it provides detailed information through classroom presentations, hands-on performance-based field training, and scenario-based practical exercises designed to cause law enforcement officers to implement a rapid deployment to an active shooter incident.

At the conclusion of this course **You Will Be Able To:**

- Identify the characteristics and recognize need for rapid deployment during an active shooter incident;
- Differentiate between a rapid deployment by first responders and a tactical team response;
- Identify minimum entry requirements as they apply to an active shooter incident;
- Recognize the need to conduct advanced planning for an active shooter incident;
- Identify advantageous and disadvantageous of tactical angles;
- Explain gun turret technique and how weapons discipline and fields of fire are maintained when using this technique;
- Describe and perform individual clearing techniques of quick peek, cross, hook, cut the pie, and partial penetration. Perform two-officer, three, and four-officer room entry techniques;
- Differentiate and perform covert and dynamic stairwell clearing techniques for both ascents and descents;
- Define and discuss emergency breaching considerations and mechanical breaching tools, techniques and methodology; and
- Receive scenario information regarding an active shooter incident, form into a rapid deployment team, and develop a hasty response plan; and then respond to the incident and neutralize the threat.

To **REGISTER online**, go to <http://www.dhscs.ny.gov/oem/training/>

For more information, contact the DHSES, OEM, Training Section

Phone: (518) 242-5003 ■ Email: [training@dhscs.ny.gov](mailto:training@dhscs.ny.gov)



**Plattsburgh Police Department**

45 Pine Street

**Plattsburgh, New York**

518-563-3411

518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

April 26, 2012

Mayor Donald M. Kasprzak  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval for a police officer to travel to Albany, NY for "New York State Police Sex Offense Seminar" from May 21, 2012 to May 25, 2012. The cost of the travel will not exceed \$825.00 and will be paid out of asset forfeiture (TREASURY) funds.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls





## TRAVEL REQUEST AUTHORIZATION

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for: \_\_\_\_\_

Of Police Department to travel to Albany, N.Y. Location

For N.Y. State Police Sex offense Seminar

On 5/21-5/25/12 Date (include travel days) May 21-25, 2012 (9-5) Hours (include travel days)

PLEASE ATTACH PROGRAM AND OTHER LITERATURE, AND BACK UP FOR COSTS.

### ESTIMATED COSTS:

Mileage/gas 60-

Hotel 520-

61 Meals 305-

Registration 0-

Other \_\_\_\_\_

PERSONNEL COST (REPLACEMENT, OVERTIME) \_\_\_\_\_

TOTAL 825-

Department budget code to be expended 13121 (DOJ)

Date 4/30/2012

Department Head D-C 572

### AUTHORIZATION:

Pursuant to the authority granted me under The City of Plattsburgh Common Council Resolution dated \_\_\_\_\_, I do hereby authorize the above travel as requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
Councilor/Dept Liaison

\_\_\_\_\_  
Mayor

\*Note: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for expenses per CC resolution dated February 1989.

*William Gordon Tunn*

## Message Header

Type: FL25\_AdminMessage  
From: NY1010000 - NYSP Division Headquarters National Control Point  
User: TCascone  
Received: 03/12/2012 01:05 PM  
Subject: Generic Notification For Transaction=FL25, Message Type=NOTIFICATION

## Reporting Agency

Originating Agency NY1010000 - NYSP DIVISION HEADQUARTERS NATIONAL  
(ORI): CONTROL POINT  
518-457-6811  
Attention ALL AGENCIES - NEW YORK STATE

## Description

### Narrative:

TO ALL AGENCIES - NEW YORK STATE  
COPY TO ALL NON-TERMINAL AGENCIES

\*\*\*\*\*

NEW YORK STATE POLICE SEX OFFENSE SEMINAR \*\*\*\*\*

THE NEW YORK STATE POLICE ACADEMY WILL HOST THE ANNUAL "NYSP SEX OFFENSE SEMINAR".  
TOPICS TO BE PRESENTED INCLUDE: UNDERSTANDING SEX OFFENDERS, FORENSIC INTERVIEWING.  
ATTENDEES ARE TO REGISTER ON-LINE BY GOING TO OUR WEBSITE WWW.TROOPERS.NY.GOV AND  
NYSP MEMBERS WHO HAVE BEEN APPROVED BY THEIR TROOPS TO ATTEND SHALL ALSO REGISTER.  
MEALS ARE NOT INCLUDED AND ARE THE RESPONSIBILITY OF THE INDIVIDUAL ATTENDEE(S).

LODGING IS NOT INCLUDED AND IS THE RESPONSIBILITY OF THE INDIVIDUAL ATTENDEE(S).

CHECK-IN IS AT THE ACADEMY ON MONDAY MAY 21, 2012, FROM 10:30AM TO 12:45PM. OFFICIALS

COMPLETE INFORMATION CAN BE FOUND ON THE NYSP WEBSITE AT WWW.TROOPERS.NY.GOV

QUESTIONS MAY BE DIRECTED TO INV. DANIEL CRAVEN (518)464-7134, INV. MARY BETH HOBAN

AUTH COL. THOMAS L. FAZIO  
FIELD COMMANDER

## Other

Destinations: QNYS



## 2012 NYSP Sex Offense Seminar

The New York State Police Academy will host the annual "NYSP Sex Offense Seminar" during the week of May 21-25, 2012, for law enforcement, social service agencies, prosecutors, and victim advocates throughout New York State. This Seminar is intended to assist field level personnel in the successful investigation of sex offenses, particularly those committed against children. This extensive training is provided at **no cost** to attendees.

**Topics** to be presented include: understanding sex offenders, forensic interviewing, victimology, the medical evaluation of child victims, the use of forensic sciences in the investigation of sex offenses, drug facilitated rape, internet crimes against children, crime scene investigations, stress management, child abuse in schools, and legal perspectives.

**Register** by using the Online Registration button to the right. Seating is limited and registrations will be processed in the order they are received. Registration can only be done on-line. Each attendee must be registered and is expected to attend the entire Seminar. A single registration may not be shared during the week by multiple members of an agency. The maximum number of personnel attending from any agency is three (3). After completion of the on-line registration process each registrant will receive a confirmation e-mail. A pending status is assigned to all registrations until they are reviewed and approved. Each registrant will be notified by e-mail of approval within three (3) business days.

**The last day to register is Monday, May 14, 2012.**

**NYSP Members**, who have been approved by their Troops to attend, shall also register on-line.

**Meals** are NOT included and are the responsibility of the individual attendee(s). Meals may be purchased at the Academy dining hall at a reasonable cost. A description of the optional meal plans and rates are available on our web site and during on-line registration. The fee for an optional meal plan is due at check in, by check or money order only, payable to "The Compass Group". Cash or vouchers will not be accepted. Send us an [e-mail](#) to tell us about any special dietary requirements. The Academy dining hall staff will be happy to accommodate you.

**Lodging** is NOT included and is the responsibility of the individual attendee(s). A [list of area hotels](#) and their respective rates is available here and during on-line registration. A block of rooms is available for Seminar attendees at the [Hilton Garden Inn](#), 1389 Washington Ave. Albany, at the government rate of \$104.00 per night. Please make your reservation before May 7, 2012.

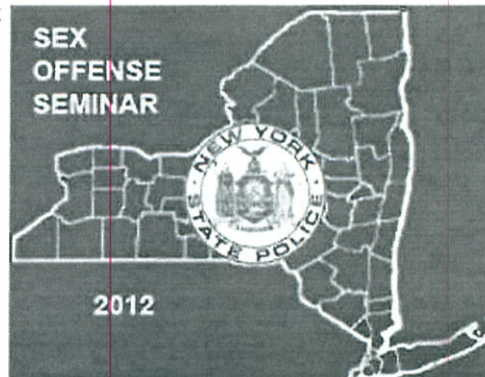
**Substitutions** can be made on-line through May 14, 2012. To make a substitution, return to the registration start page and follow the "View or Change Your Existing Registration" link. Sign into the existing registration record using the email address and password that was made during the initial registration. Click on "Substitution" then enter the new attendee's personal information and click 'Finish' to complete the substitution. Then, the new attendee should change event selections, meal choices and lodging information.

**Cancellations** made after May 14, 2012, and/or no-shows, may result in personnel from the responsible agency being placed on a waiting list for future training Seminars.

An electronic **waiting list** will be established when all seats at the Seminar have been filled. You will be contacted by email on a first come, first serve basis if seats become available. After the email is sent you will have 24 hours to register for the Seminar. Please note that wait list emails will only be sent between 6:00am and 6:00pm.

**Check-in** is at the Academy on Monday, May 21, 2012, from 10:30am to 12:45pm. Official identification with photograph will be required at check in. The Seminar will begin at 1:00pm.

The **agenda** is not published in advance because it is subject to last minute revision. However, the three full training days, Tuesday through Thursday, begin at 8:30am and end between 4:30 and 5:30pm, with coffee breaks and lunch. The Seminar concludes on Friday at 12:30pm.



**Online Registration**

Academy Dining Hall meal options for Seminar Attendees:

- Lunch 5 days is \$30.00 per person.
- 3 meals a day, lunch Monday through lunch Friday - \$76.00.
- Pay cash as you go at the register
  - Breakfast - \$3.50
  - Lunch - \$6.00
  - Dinner - \$8.00

**Questions** may be directed to:

Investigator Daniel D. Craven (518) 464-7134

Investigator Mary Beth Horn (518) 464-7138

Senior Investigator Gary B. Kelly (518) 464-7133.

We can be contacted by e-mail at [nyspsvu@troopers.ny.gov](mailto:nyspsvu@troopers.ny.gov).





**Plattsburgh Police Department**  
45 Pine Street

**Plattsburgh, New York**

518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

March 13, 2012

Mayor Donald M. Kasprzak  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval for a police officer to travel to Oriskany NY from May 29, 2012 to May 31, 2012 for "Active Shooter Emergency Response Training". This travel will not exceed \$163.00, and will be paid out of asset forfeiture (DOJ) funds.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls



## TRAVEL REQUEST AUTHORIZATION

TO: DEPARTMENT LIAISON COUNCILOR

*Chang*  
*MAB/ 3/1/12*

Permission is hereby requested for: \_\_\_\_\_

Employee Name(s) \_\_\_\_\_

Of Police Department to travel to Oriskany N.Y. Location

For Active Shooter Emergency Response Training

Conference/Seminar Name \_\_\_\_\_

On May 30, 31, 2012  
Date (include travel days)

8am - 5pm + 5hrs travel each way  
Hours (include travel days)

PLEASE ATTACH PROGRAM AND OTHER LITERATURE, AND BACK UP FOR COSTS.

### ESTIMATED COSTS:

Mileage/gas 25.00

Hotel —

Meals 138.00

Registration —

Other —

PERSONNEL COST (REPLACEMENT, OVERTIME) —

TOTAL \$163.00

Department budget code to be expended 13121 (DOT)

Date \_\_\_\_\_

Department Head \_\_\_\_\_

*is part of*  
*Department's Reality*  
*Based training group.*  
*- This class will*  
*enhance that.*

### AUTHORIZATION:

Pursuant to the authority granted me under The City of Plattsburgh Common Council Resolution dated \_\_\_\_\_, I do hereby authorize the above travel as requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
Councilor/Dept liaison

\_\_\_\_\_  
Mayor

Note: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement or expenses per CC resolution dated February 1989.



# NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

THE STATE PREPAREDNESS TRAINING CENTER PRESENTS:

## Law Enforcement Active Shooter Emergency Response

Course: PER-275

May 30 - 31, 2012

8:00 am - 5:00 pm

### Location

State Preparedness Training Center

5900 Airport Road

Oriskany, New York 13424

**This course is available for armed, sworn Law Enforcement Officers only.**

This course addresses technical aspects of planning and implementing a rapid law enforcement deployment to an active shooter incident at an educational institution. As such, it provides detailed information through classroom presentations, hands-on performance-based field training, and scenario-based practical exercises designed to cause law enforcement officers to implement a rapid deployment to an active shooter incident.

At the conclusion of this course **You Will Be Able To:**

- Identify the characteristics and recognize need for rapid deployment during an active shooter incident;
- Differentiate between a rapid deployment by first responders and a tactical team response;
- Identify minimum entry requirements as they apply to an active shooter incident;
- Recognize the need to conduct advanced planning for an active shooter incident;
- Identify advantageous and disadvantageous of tactical angles;
- Explain gun turret technique and how weapons discipline and fields of fire are maintained when using this technique;
- Describe and perform individual clearing techniques of quick peek, cross, hook, cut the pie, and partial penetration. Perform two-officer, three, and four-officer room entry techniques;
- Differentiate and perform covert and dynamic stairwell clearing techniques for both ascents and descents;
- Define and discuss emergency breaching considerations and mechanical breaching tools, techniques and methodology; and
- Receive scenario information regarding an active shooter incident, form into a rapid deployment team, and develop a hasty response plan; and then respond to the incident and neutralize the threat.

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To REGISTER online, go to <http://www.dhSES.ny.gov/oem/training/>

For more information, contact the DHSES, OEM, Training Section

Phone: (518) 242-5003 ■ Email: [training@dhSES.ny.gov](mailto:training@dhSES.ny.gov)



## NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

## TRAINING ANNOUNCEMENT

**Law Enforcement Active Shooter Emergency Response**

Course: PER-275

May 30 - 31, 2012

8:00 am – 5:00 pm

**Location**

State Preparedness Training Center  
5900 Airport Road  
Oriskany, New York 13424

**Cost:**

- There is **NO FEE** for this course.
- Travel and meals are the responsibility of the course participant
- **\*\*\*Lodging will be provided on the nights of May 29, 30 & 31, 2012. You are only eligible for lodging if your residence and official work station are more than 50 miles from the training center and you are a State or Local Agency First Responder from New York. (See registration form).**
  - Lodging is NOT available for Federal Employees or Private Industry participants.

**Participant Equipment Requirements**

All participants are required to wear the agency issued and/or approved uniform to class each session. Officer-issued weapons, both primary and secondary, are not required for this course. Each officer is responsible for properly securing his or her weapon(s) during the training course. No personal or agency weapon (including impact and less-than-lethal weapons), live ammunition, weapon magazines, or flash bangs are to be on the officer or in the training area (including classroom) at any time during this course.

\*\*\*\*The Training Center has gun lockers for the storage of weapons during class.\*\*\*\*

**Prerequisites:**

- Certified Police/Peace Officer who is authorized to carry a firearm in the course of his/her duties
- You must be a US citizen or have prior approval to take this course.
- The New York State Division of Homeland Security and Emergency Services (DHSES), Office of Emergency Management (OEM) reserves the right to determine eligibility for this course.

**REGISTRATION & CONTACT INFORMATION**

For more information contact: Robert Stallman at 518-292-1154 or by email at [rstallman@dhscs.ny.gov](mailto:rstallman@dhscs.ny.gov)  
This class has a capacity of 30 people.

Register online <http://www.dhscs.ny.gov/oem/training/> or

Fax completed application to: 1-518-485-8469

**No Show Policy:** Failure to attend a class you have registered for can result in restriction on future course attendance and agency notification. If you have not received a confirmation or denial two weeks prior to the course date, please contact DHSES, OEM, Training Section.

To REGISTER online, go to <http://www.dhscs.ny.gov/oem/training/>  
For more information, contact the DHSES, OEM, Training Section  
Phone: (518) 242-5003 ■ Email: [training@dhscs.ny.gov](mailto:training@dhscs.ny.gov)